

FACILITY USE APPLICATION & AGREEMENT FOR CITY OF DES MOINES FACILITIES

CONTACT PERSON: ORGANIZATION: ADDRESS: HOME TELEPHONE: REQUESTED DATE: # of attendees:	(Street)	(Work or Cell): PURPOSE OF EV	served?	YES	(Zip Code)		
CIRCLE REQUESTED FACILITY: REQUESTED TIME:	FIELD HOUSE GYM FIELD HOUSE STUDIO FOUNDER'S LODGE ACTIVITY CENTER Rental times must include any set-up and take down time needed for your event. Recreation staff will be at the facility 10 minutes prior to your scheduled start time.						
	Start:	am/pm	End:		am/pm		
	**Rentals must not exceed 12:00am	(including clean-up)		Renter's Initials			
CIRCLE REQUESTED PICNIC SHELTER:	BEACH PARK	FIELD HOUSE		PARK GAZEBO			
PICNIC SHELTER TIMES: Circle one	10:30am-7:00pm	10:30am-2:30pm	3:00-7:00pr	n			
	DAMAGE/SECURITY DEPOSIT						
DEPOSITS:	Damage deposit will be refunded in fulcity custodial staff to any part of the re \$100 - Deposit for Picnic Shelter \$300 - Deposit for Facility and not s \$400 - \$1000 - Deposit for Facility ar Facility Coordinator) Minimum \$100	ented building or equipment. serving alcohol nd serving alcohol (assigned	d by		DEPOSIT \$ \$ \$		
RENTAL FEES:	All rental fees are due thirty (30) days Rental Fee: \$ / hr x Picnic Shelter: \$ x 4 hour	hours of rent			RENTAL FEES \$ \$		
SECURITY FEES:	Additional Staff required at city discret 1 staff minimum required for 50-149 gr ADDITIONAL STAFFING:	uests, 2 staff minimum require	d for 150-300		SECURITY FEE		
	The City of Des Moines reserves the right to require police supervision at an additional cost for any event. Requirements must be met prior to the event. RENTER'S INITIALS:						

OPTIONAL CLEANING FEES:	\$110.00 fee for janitorial se Minimum 2 weeks notice, a	CLEANING FEE \$						
	Service Needed: Service Paid: Cleaning list agreement	YES YES	NO NO	Date:				
LINEN DEPOSITS:	1 to 12 covers = \$100 13 to 24 covers = \$200				\$ \$			
LINEN RENTALS:	Linens Fee: How many	x \$9.00			\$			
MUSIC:	Will music be played at you	ur event:	YES	NO				
	Type of music:	Tape/CD		Band Name				
		DJ_		Music Contact				
**Music played at any facility must not be audible from 20 feet away and must be turned off at 11:00pm. RENTER'S INITIALS:								
RENTING A FACILITY:	 Rental hours are consecutive and must include time for delivery of supplies set-up, take-down and clean-up of the facility. All items brought into a facility by the lessee are to be removed by the end of the rental period. The rental group is to remove food, materials, equipment, furnishings, decorations and garbage left after the use of a facility. All garbage should be placed in the dumpster or trash cans located near each building. City owned equipment made available and used by the rental group must be thoroughly cleaned - including tables, chairs, kitchen facilities, floors, linens sinks, etc. This equipment must also be returned to its original location. Renters will be responsible for the conduct of all members of their party. Persons acting in a disorderly conduct or intoxicated manner or causing disturbance of the public peace will be required to vacate the premisis. 							
SERVING ALCOHOL:	 No alcohol is to be outside your rented facility during your rental. A certificate of insurance must be on file at the Des Moines Park & Recreation Department 30 days prior to your event. Applications are available at the Field House or you can contact your insurance agent. An additional \$30/hour fee is required for security staff to be on site while alcohol is being served at your event. A Banquet Permit is required in order to serve alcohol. This permit can be purchased at any Washington State Liquor Store and must be on file at the Des Moines Park & Recreation Department 30 days prior to your event. 							
WEDDING RECEPTIONS:	Do not throw rice, birds Decorations may only b masking tape or similar Candles are permitted by	e attached to non-marring	walls, win material.	dows or ceilings with				

PARK RULES:	City of Des Moines Parks Department Regulations-Chapter 19.08/19.16 - Des Moines Municipal 1. Park in designated areas, no parking after park is closed. 2. Alcoholic beverages prohibited. 3. Obey leash and scoop provision law. 4. All fireworks are prohibited. 5. All firearms or weapons are prohibited. 6. Removal and defacing of any city property is prohibited. 7. Cutting, picking or destruction of plant life is prohibited. 8. No golfing. 9. No camping 10. No open fires	Code				
CANCELLATION POLICY:	Cancellations made 30 or more days before the reservation will be charged a \$100 cancellation fee. Cancellations made within 30 days of the reservation may be charged 50% of the rental fee and forfeit all of their damage/security deposit.					
The lessee shall defend, indemnify, save, keep and hold harmless the City of Des Moines from any and all damages, costs, or expenses in law or equity that may at any time arise or set up because of damages to property, bodily or personal injury in connection with this agreement, to the extent such damages, costs or expenses are caused by the unwillfully tortious or negligent acts or omissions of the lessee or its agents, servants, employees, contractors or subcontractors. The lessee agrees to follow all rules and regulations outlined in the Facility Reservation Guide. The City of Des Moines is not responsible for lost or stolen property. I understand all City of Des Moines' ordinances and park regulations apply to this rental application. Initial						
I hereby agree that I have read and understand City of Des Moines Facility Rental booklet and agree to all terms and conditions therin.						
Expulsion from any city rental facility will result in forfeiture of entire damage deposit and any unused rental fees. RENTER'S INITIALS:						
Signature:	Da	ite:				
City Approval:	Da	te:				